

CENTRAL TECHNICAL **PUBLICATIONS** **LIBRARIAN**

Things to know

- The CTPL is the back bone for any command maintenance department. They track all of the technical data that the command holds. They make sure the command has the technical publications that they are supposed to have and that they have the most current information available. If there are any questions or doubts regarding the CTPL position, refer to the publications/instruction below.
- You should know the NAVAIR 00-25-100 / NAVAIR 00-25-300 / and NAMP 4790.2
 - ❑ NA 00-25-100: **NAVAL AIR SYSTEMS COMMAND TECHNICAL MANUAL PROGRAM**
 - NATEC
 - Technical Manual Quick Search
 - Type in the publication name and search
 - ❑ NA 00-25-300: **NAVAL AIR SYSTEMS COMMAND TECHNICAL DIRECTIVES SYSTEM, MANAGEMENT AND PROCEDURES MANUAL**
 - NATEC
 - Technical Manual Quick Search
 - Type in the publication name and search
 - ❑ 4790.2B CH-1: **THE NAVAL AVIATION MAINTENANCE PROGRAM**
 - Share Drive
- These pubs are your life line as CTPL. They tell you how everything should be done in BLACK and WHITE, no questions.

IMPORTANT

- **READ THE 00-25-100. SERIOUSLY, READ IT.**
 - It will answer so many of your questions before you even have to ask. It tells you **EXACTLY** how a library should be ran and can prevent your library from running off track.

AMMT P.O.C

- Aviation Maintenance Management Teams- The “Big Navy” team that performs the command audits.
- The points of contact for the AMMT teams are to be printed and held in the transaction file every 6 months. This is a requirement from the NAMP.

Key Words

- **ELMS** (Enhanced Library Management System)
- **TD** (Technical Directive)
- **IRAC** (Interim Rapid Action Change)
- **TPDR** (Technical Publication Deficiency Report)
- **ADRL** (Automatic Distribution Requirement List) No longer required (see AMA 2016-15)
- **RAC** (Rapid Action Change)
- **Change to publication:** A change switches out specified cards/pages within a publication.
- **Revision to publication:** Changes the entire publication.
- **TDTR's:** Boeing temporary revision
- **PEMA:** Are the laptops that hold pubs for aircrafts
- **ERAC:** Electronic Rapid Action Change (IRACs for PEMAs, basically)

Websites

- NATEC: <https://mynatec.navair.navy.mil/>
 - Search for NAVAIR publications and track what publications the command has
- NDDS: <https://ndds.navair.navy.mil/>
 - Download PEMA quarterly software updates
- NLL: NAVAL LOGISTIC LIBRARY <https://nll2.ahf.nmci.navy.mil/>
 - Search for Non-NAVAIR publications and order publications
 - NLL contact info 1-866-817-3130
- JK SEARCH: <https://10.27.42.10/jksearch/src/Search.asp>
 - Search for publications
 - No special log in required
- JTDI
<https://upw.jtdi.mil/http://webservers.internal.com:8181/home/index.html>
 - Download platform updates
- ASM: <https://asm3.nmci.navy.mil/ASM3/main>
 - Track training and qualifications
 - Access granted by maintenance department

Gaining Access To Sites

- NATEC:
 - Go to NATEC website
 - Follow directions for obtaining a contractor account
- NDDS:
 - Go to NDDS website
 - Request access for all of the VX-1 platforms
- NLL:
 - Contact NLL customer service (In the global as NLL Helpdesk)
 - Make sure the SARR-N form they send you is filled out correctly!
- JK SEARCH:
 - No log in required
- JTDI:
 - Go to JTDI website
 - Request access for all of the VX-1 platforms
- ASM:
 - Talk with the maintenance training personnel to obtain a login

Gaining access to sites - NDDS

- Go to website listed on slide 6
- Click on “enter the site” at the bottom of the page.
- Click on “new user registration” in the purple box on the left.
- Fill out information following the example below.

Registration

If you have previously had an unclassified NDDS account, do not register again. Call the Help Desk at 805-989-3070 (DSN 351) to have your account reactivated.

First Name SAMANTHA **M.I.** R **Last Name** HESKETT **Suffix** ☐ Civilian ☒ Contractor ☐ Military

Phone 301-757-3730 **DSN** 301-757-3730

Unclassified Email samantha.heskett_ctr@navy.mil **Alternate**

Employer ProLog, Inc. **Cmd/Unit/Org** VX-1 ☐ Not listed **Address Line 1** 47298 Tate Road **Address Line 2** Hangar 305 **City** Patuxent River **State** Maryland **Zip Code** 20670

Rank/Rate **Station** NIAS Patuxent River **T/M/S**

Justification/Notes M/H-60R/S, P-3C, E-2D, P-8A, MQ-8B

The Authenticator is someone within your chain of command, such as a supervisor, security manager, or commanding officer, that will be responsible for verifying your registration information and your access/need-to-know requirements for this website. (You cannot be your own Authenticator.) Failure to provide the correct information may result in the termination of your account.

Authenticator Name Justin Hunnell **Authenticator Title** Comptroller **Authenticator Phone** 301-757-1365 **Authenticator Rank** LTJG **Authenticator DSN** 301-757-1365 **Authenticator NIPRNET Email** justin.hunnell@navy.mil

Done Trusted sites | Protected Mode: Off 100%

Gaining access to sites - NATEC

- Go to the website listed on slide 6
- Click on “New user account request” in the box on the left.
- On the bottom of the next page, choose “contractor request”
- When the next screen opens, choose “CTPL contractor”
- The next screen will show the steps needed to access the site. Do not worry about gaining access to the company’s copy of the DD2345.
- Fill out the online application with your information, using the example below.
 - ****REASON FOR ACCESS REQUEST: Required to perform CTPL functions as required by government contract****

The screenshot shows a web browser window with the URL <https://mynatec.navy.mil/>. The page is titled "Your Information:" and contains a registration form. The form is divided into several sections: "Your Information:", "Employment Status", "Detailed Company Information", and "Authorized By Information:". The "Your Information:" section includes fields for First Name (Samantha), Middle Initial (R), Last Name (Heskett), Title (Jr, Sr, III, etc), Employment Status (Contractor), Select Contractor Type (DOD Support Contractor), Title (General Clerk I), Citizenship (United States), Work E-Mail (samantha.heskett.ctr@navy.mil), Phone (301-757-3730), and Fax (301-342-1366). The "Detailed Company Information" section includes fields for Company (ProLog, Inc), Address (47298), Street Address (Tate Road, Hangar 305), City (Patuxent River), State (MD), and Zip (20670). The "Reason for Access Request:" field is set to "Required to perform CTPL functions as required". The "Authorized By Information:" section includes fields for First Name (Justin), Last Name (Hunnell), Rate / Rank / Grade (LTJG/O-2), Phone (301-757-1365), E-Mail (justin.hunnell@navy.mil), Today's Date (5/7/2014 10:34:56 AM), and Expiration Date (11/3/2014 11:59:59 PM). A red arrow points to the "Reason for Access Request:" field. The form has "Submit" and "Reset" buttons at the bottom.

| | |
|--|--|
| Your Information: | |
| First Name | Samantha |
| Middle Initial | R |
| Last Name | Heskett |
| Title (Jr, Sr, III, etc) | |
| Employment Status | Contractor |
| Select Contractor Type: | DOD Support Contractor |
| Title | General Clerk I |
| Citizenship | United States |
| Work E-Mail | samantha.heskett.ctr@navy.mil |
| Phone | 301-757-3730 |
| Fax | 301-342-1366 |
| Company Type | Government Contractor |
| Detailed Company Information | |
| Company | ProLog, Inc |
| Address | 47298 |
| Street Address | Tate Road, Hangar 305 |
| City | Patuxent River |
| State | MD |
| Zip | 20670 |
| Reason for Access Request: | Required to perform CTPL functions as required |
| Authorized By Information: | |
| The Government Representative who can verify your contract requirements | |
| First Name | Justin |
| Last Name | Hunnell |
| Rate / Rank / Grade | LTJG/O-2 |
| Phone | 301-757-1365 |
| E-Mail | justin.hunnell@navy.mil |
| Today's Date | 5/7/2014 10:34:56 AM |
| Expiration Date | 11/3/2014 11:59:59 PM |
| <input type="button" value="Submit"/> <input type="button" value="Reset"/> | |

Gaining access to sites – NATEC (continued)

- Fill out a blank memo form with all of your information, which is also located in the FORMS folder. This is titled “NATEC – Request for access memo”.
- Print the memo and take to current TA for signature.
- Once signed, scan the memo and e-mail to current TA. As a contractor, you are unable to submit your own request for access. Ask him to e-mail the form to SNDI_NAT_WEB_ACCESS@navy.mil
- Shortly after, you will receive a confirmation e-mail from NATEC stating that your account has been activated. Follow the link provided in the e-mail to verify your account.

Gaining Access To Sites - Navy Logistics Library (NLL)

- Go to web address listed on slide 6
- Click on “registration”
- Choose “government/contractor user”
- Enter information in blocks provided
 - E-mail (@navy.mil address only)
 - Phone
 - DoDAAC = N+55600
- Choose “click here to validate”
- You will receive a “congratulations” message, followed shortly by an e-mail with an attached SAAR-N form and instructions.
- Fill out SAAR-N form according to the template (do not delete location field) and e-mail the digitally signed form to current TA.
- TA will sign and e-mail back to you.
- Forward signed SAAR-N form to your command security department, ask them to sign digitally and send back.
- Once all signatures are received, forward the signed SAAR-N form to one of the three addresses listed on the instruction form sent in the original e-mail.
- Wait for confirmation e-mail stating that your account has been created.

Gaining access to sites - Joint Technical Data Integration (JTDI)

- Go to web address on slide 6
- Click on “register”
- When the next screen opens, choose “Civilian/Contractor”
- Fill out the form with all required information
- Enter in or current TA’s information under “Security Office POC”
- Under “Service,” choose “Navy/Marines” and check the following boxes
 - MPRA P-3
 - MPRA P-8
 - PMA-231
 - PMA-266 Fire Scout
 - You applicable platform
- Check the acknowledgement statement at the bottom and click “Register Now”

Work Load

- Daily
 - Log in to NATEC and perform library audit
 - Issue any revisions, changes, or IRACs for paper publications
 - Save any PEMA IRACS/ERACS
 - Review message traffic and NATEC for any TDs that need routing
- Weekly
 - Weekly IRAC and TD tracker
 - Update all of the PEMAs
 - Upload the Toolbox Remote update on PEMAs (Bi-Weekly)
- Monthly
 - Upload ALE update on PEMAs
 - Perform DTPL audits and conduct training as necessary
- Quarterly
 - Perform quarterly updates on all PEMAs.
- Annually
 - Perform self audit
- Always review ELMS to make sure it is accurate!
 - IRACs, Changes, Revisions, and new publications come out so fast that ELMS can be inaccurate.

Message Traffic

(Check daily)

From your e-mail

- Click on Folder list (picture at bottom left in the middle). If you cannot find it, ask the ITs for help
 - All public folders
 - USN
 - NAVAIR
 - PAXR
 - (YOUR COMMAND)
 - Daily Traffic
 - Current year
 - Current month

Note: Add to favorites, but make sure to choose “Options” and add all subfolders.
- In message traffic, you are looking for the newest TD’s (Technical Directives) that need to be routed.
 - The subject line for a TD or proposed TD that would apply to our command would state:
AIR CRAFT - CHANGE OR BULLETIN - TD # - TDC (TD CODE) or PROPOSED CHANGE OR BULLETIN.
EX: (YOUR PLATFORM)-AFC-350 TDC 50
P-3-PRB-231 TDC 65
PROPOSED AYB TBD 250716Z

Performing a library audit

- Log in to NATEC
- Click on “Enhanced Library Management System (ELMS)” on the left
- When next screen opens, choose from the drop-down menu if it is not already set as the default
- On the next screen, choose “Library Audit” under the “Library” heading on the left
- Leave all fields blank and choose “Submit” at the bottom of the page
- All discrepancies will pop up on the next screen

There are 3 different color codes for discrepancies

- Red - publication is out of date
- Yellow - new version of the pub is available and has been mailed
- Green - our account has more current information than NATEC

| | |
|---|--------------------------------|
|  | 01-75PAI-12-1 |
|  | 19-600-437-6-1 |
|  | 19-600-781-6-1 |

If a red “C” shows up next to a publication, that particular pub has been cancelled and needs to be removed from any library it is in immediately!

To figure out what the discrepancy is, click on the publication number to open it and then click on “TMAPS” on the left-hand side of the screen

Click on the + sign next to the publication menu and a menu showing IRACs and changes will open

Print any applicable IRACs and distribute to the work centers that the IRAC applies to

Technical Directive

Routing

1. Print 2 copies of the TD being routed.

NOTE: The newest TD's can be found on Message Traffic, or on NATEC in the TD section.

2. Stamp Copies

| | |
|---------------|-------|
| AIRTEVRON ONE | |
| COPY | _____ |
| LOCATION | _____ |

Copy 001; Location 040

Copy 002; Location 020

Copy 003; Location 13A Only For (ACC/ACB) For PR Shop. Please include a date stamp IAW NA-00-25-100 in addition to organizational stamp.

3. TD routing goes on the front of the folder.
4. TD routing sheet part 1 and 2 both go on the inside of the folder, along with TD Copy 002.
5. Highlight the date, subject line, category (routine/urgent/immediate), and any of the unit's BUNOs if listed.
6. TD copy 001 is to be filed in the applicable binder in correct order in QA.
6. Every TD being routed needs to be logged in the TD Tracker on the share drive.

7. Initial the bottom part labelled "CTPL" on the routing sheet, fill in the "date out," and give to the QAR in charge of reviewing TDs.

8. Once verified by a QAR and given back to you, add to your ELMS in NATEC. **The title must be EXACTLY how it is listed in NATEC.**

9. Once in ELMS, initial the next "CTPL" block and give to the next person on the routing sheet.

When the TD folder comes back:

- o The front TD routing sheet, routing sheet part 1 and 2 both, and all other paperwork in the folder get filed with the copy 001 in the TD files.
 - o Copy 002 will be shredded or put in the white recycle boxes.
 - o In the TD tracker log, fill in the "Date In" as returned.
10. Once the TD is no longer active (not on a 500C),
the TD is removed.
 - o 500C can be accessed by requesting access to the DECKPLATE website

Weekly IRAC and TD Tracker

- Weekly trackers will be sent out in message traffic each week.
- Print off one copy of each weekly tracker.
- If weekly trackers are not in message traffic, you can find them on NATEC.
 - Go to NATEC
 - Click on [Technical Directives](#) (TD), go to the bottom of the screen, choose “TD Weekly Summaries” then put in the week that you want the weekly for. Remember that you are searching for the week prior, not the week you are currently in.
 - Click on [Technical Manual \(Central Repository\)](#) then look on the bottom right of the screen for “IRAC & Technical Manual Tracker Report”
- On the front page of each tracker, write each platform your unit has and highlight each a different color.
- Go through the weekly trackers and highlight each entry that pertains to your unit platforms, making sure that the colors match from the front page
- For the weekly IRAC tracker, mark all the common/target/survival/ALSS/ordnance entries.
- Go to NATEC and search for the highlighted manuals listed in the IRAC tracker. If we have the manual, write the date the IRAC/change/revision was incorporated next to it on the tracker. If we don't have it, put N/A.
- If the change has not been incorporated, incorporate it and put that date on the weekly tracker.
- On the TD weekly tracker, write the date that the TD was routed as per the tracker on the share drive. If it is not in the tracker, add it and route it. Put that date on the weekly tracker.
- **You can look at Binders C & D on the second shelf from the bottom near the printer for old example of how to do this**

How to order publications

- If you need to order a pub, or someone needs a pub ordered, here is how you do it.
 - Go to the NLL website (<https://nll.ahf.nmci.navy.mil/>) and log in.
 - Click on the **red** NAVY PUBLICATIONS INDEX.
 - Click on “Place an Order”
 - Enter the pub number then hit search.
 - Once the pub pops up, click on the box under “Add To Cart”
 - Hit continue
 - You will put your name in the Attention line.
 - Click on “Validate Order”
 - On the next screen, verify all the information is correct and then choose “Click To Complete Your Order”
 - Once that is done, a confirmation page will pop up. Print the page so you can keep it behind the requisition log in the Transaction File binder.
 - Once a pub is placed on order, it should be logged into the requisition file spreadsheet on the share drive.
 - 30/45/60 day follow ups on pubs on order are also logged in the requisition log in the CTPL folder. This is our way of tracking them. Follow ups are also done on the Naval Logistics Library site.
 - Once a pub is received, log the received date in the requisition file and the receipt (page you printed) stored behind the requisition log in the binder can be thrown away. Be sure to print a new requisition file showing the date received filled in and put it in the Transaction File binder
 - Stamp/track the new publication and distribute to the work center that requested it and be sure to update NATEC with the correct work center and copy number.

Adding a New, Duplicate, or Deleting a Record in Your Library

- Adding a New Copy
 - From the NATEC homepage:
 - ELMS
 - Technical Manual Search
 - Add new record (to the right in blue)
 - Type in the Publication #, Copy #, and Pub Type. (N for NAVAIR Paper, E for NAVAIR digital, K for Disc, O for other, and T for TD)
 - Select the Basic date that we hold (If a piece of gear with no basic date, write the Date of Manufacture (DOM) and use that date.
 - CTPL Rcpt (which is the date you received it)
 - The work center
 - Location (you may not have this until you know where it is going, but make sure the work center tells you so you can fill it in)
 - And type in the subject EXACTLY as the pub title appears on the front page of the manual.
 - Submit
- Adding a duplicate copy to an existing publication in ELMS (In case more than 1 work center needs the same pub):
 - In the Technical Manual Search, type in the pub number, click submit, and open the last listed record.
 - To the bottom left, you will see “Add Duplicate Copy”, select, and submit.
 - Type in the copy number, work center it is going to, and the location.
- Deleting a publication (When QA or NATEC says the pub no longer applies):
 - My NATEC
 - ELMS
 - Tech manual search
 - Type in the publication, submit.
 - To the right of the link, there is a history box to select, click delete on the bottom of the page.

Issuing an IRAC, Change, or Revision

- A new IRAC can be found on our discrepancy list on NATEC.
 - NATEC
 - Enhanced Library Management System (**ELMS**)
 - Library Audit
 - Submit

This Discrepancy list will let you know when there is a new Revision to a Pub, Change, RAC, and IRAC.

Red: NATEC has newer information than your library.

Yellow: A new pub has been mailed and is on its way.

- When you find that there is a new IRAC that needs to be issued, the first step is to:
 - Print the IRAC out for paper and disc publications or save it for digital pubs
 - Make copies for all the work centers that ELMS has record of holding this pub.
 - Stamp all copies with the CTPL stamp
 - Add the IRAC to our ELMS, fill in the CTPL receipt (Date Received,) IRAC #, and the Basic date on the IRAC. Do not fill in the “date incorporated” field.
 - Submit
 - When prompted to click “OK” or “Cancel,” ALWAYS click “Cancel”. Clicking “OK” will update all records with the exact same information and you do not always want to do that. ALWAYS update each record separately.

- Once added to our ELMS, generate CECR’s
 - NATEC
 - ELMS
 - Technical Manual Search
 - Select “Generate and Print CECR’s” on the bottom right of the screen.
 - Submit and print
 - Cut Out CECR’s part 1 and 2’s, attach one of each to the IRAC and match the copy #’s and Location.
 - Distribute the IRAC’s to the work center DTPLs or LPOs. Do not issue IRACs to just anyone in the work center. Go by chain of command

The DTPL’s are to sign and return CECR part 1 as soon as the IRAC has been issued, and return part 2 once they incorporate it.

- Log the CECR part 2 date into our ELMS as the incorporated date once the part 2 is received.
- Type in the pub number into the ELMS search, select the copy number and location as applies, and fill in the date incorporated.
- CECR part 1 goes into the tickler file by date due back
- Once the CECR part 2 is received, it goes into the Tickler file according to work center and in order by due date. The CECR part 1 is removed from the file, shredded, and thrown away

Incorporating an IRAC

- The first step in incorporating an IRAC is to read the **Purpose of Change**. In the purpose of change it is going to tell you if that IRAC cancels another.
 - To cancel an IRAC, simply draw a diagonal line across the IRAC in pencil and in all caps write CANCELLED BY IRAC XXX.
- Next, follow the **Detailed Information**.
 - When a IRAC tells you to add or delete an item on the specified card, mark the area where the card is being affected and write along the left side “See IRAC__”
 - Always make marks OUTSIDE the margin.
 - Never make changes directly to a card. There should be no writing on a card other than lines in the margin and “SEE IRAC”
 - Adding a new card: add the new card and reference to the list of effective cards.
- List of Effective cards:
 - The list of effective cards is updated when a new card is added or a card is deleted completely.
 - Mark next to the card number that is being affected and write “See IRAC__”.
- **NEVER MAKE PHYSICAL CHANGES TO A PUB! ALWAYS USE “SEE IRAC”!**

PEMAS

- All of the platforms in the command have a different operating system on their PEMAS.
- The PEMAS are very sensitive and can crash if updates are not done properly!
- If there is ever a problem with a PEMA (Missing keys/chipped screen/dead touch screen) have the shop turn it into IMRL.
- The next few slides explain multiple procedures for each platform.

Downloading and installing ERACs

- In NATEC, search for the pub (A1-H60CD-60R(or 60S)-000)
- Open the record and click on TMAPS
- Click the + sign next to the pub number
- In the drop-down menu, click the + sign by “Chg Pkgs/RACs/IRAC Bs/Notices/Supplements”
- Click on the CD icon next to the most recent ERAC
- When the bar appears on the bottom, choose “save as” and save it in CTPL/Mandatory IRACs ERACs/ERACs/H60R(or H60S)
- When download finishes, navigate to the file in the CTPL folder
- Notice it does not have the same icon as the rest of the files
- Right click on the current ERAC and choose “rename”
- Change the file extension from .sik to .zip
- When warning pops up, click “yes”
- After that, the current file should have the same icon as the rest of the files in that folder
- Burn new ERAC on to a CD
- Insert CD in PEMA
- Open correct IETM (R or S)
- In the top right corner, click on the middle icon with a CD and arrow
- When the box opens, click on “browse” and navigate to the file on the CD
- Double click on the folder and then click “install updates”
- The update will start running and take anywhere from 10 to 30 minutes to complete
- Once complete, a box saying “updates were successfully installed” will pop up
- Click “ok”
- The page will then automatically reload
- Under the CD with arrow button, the most recent update information will show
 - Example - “RAC 13 07/01/2015”
- If the information does not show, the update did not successfully take and must be ran again

Downloading and installing quarterly software patch

- You will receive an e-mail from NDDS when the quarterly patch is ready for download.
- Pay attention to the file while it is downloading. NDDS is notorious for not downloading properly.
- Navigate to <https://ndds.navair.navy.mil/>
- Log in and click on "PEMA" on the left hand side of the screen
- Scroll down the page until you find the platform you are looking for
- For P-8 PEMAs – you want to download the "Win764pemaos" file
 - Example: Win764pemaos2015q3
 - Pay close attention the year and quarter
 - Example: Win732pemaos2015q3
- For the software loader H-60 PEMAS (9144, 9052, and 9064) – you want to download the "pemaos" file
 - Example: pemaos2015q3
- Save the file to your desktop.
- When it finishes downloading, insert a blank CD in your computer
- Find the file on your desktop and right click on it.
- Select "burn image to disc"
- When finished, you will have a .bat file on the CD.
- Insert it in the PEMA and double click on the .bat file.
- Allow update to run. It can take anywhere from 10-40 minutes to complete
- Once finished, a notepad icon will show on the desktop with the name of the file you just uploaded. BE SURE TO NEVER DELETE THESE. If it is deleted, the PEMA will not recognize that it has the most current version of the software updates and you will have to download and run each missing update to get it up to date.

ADRL

**A new ADRL CD set and ADRL listing should be ordered/printed
As needed only.**

- **CD Set**
 - NATEC
 - NATEC TOC
 - CD on-line ordering
 - On-line ordering
 - Continue to CD ordering
 - ADRL
 - Submit

Reference our ADRL list to ELMS (Typing in the publication number into the ELMS Tech Manual Search) matching the correct number of copies in ELMS to the list.

Audits

- DTPL Audits are performed quarterly, when work center supervisors change, or a new DTPL is assigned (Stated in the MMP)
- Preparing for an audit:
 - Print the 2 copies of work center ELMS, 1 copy of the locator listing, and a PEMA inventory
- Print a CSEC checklist (see slide 33).
- Gather all CECR part 2s for that work center (Tickler File)
- Auditing a work center requires you to go through each CSEC question and answer yes, no, or N/A.
- All CSEC questions answered “No” are a discrepancy to that program, and are to be typed out as detailed as possible using the Word template of the CSEC checklist.
- When finished, save the checklist in the audit folder
- Audits are typed and printed using the CSEC program. (Reference to Page 13)
- The DTPL has 10 days from when the working copy was received to fix all hits.
-

Self Audits

- Self audits are preformed when the position is taken, annually, and when directed by QAO/QAS.
- They are held in the CTPL program binder (transaction file).
- Self audits are preformed using the CSEC program checklist, going over every question answering yes or no. All no answers NEED to be fixed!

CSEC

The CSEC is your way of tracking and saving all audits done within your command.

- The CSEC is on an external hard drive.
- The password is on the external hard drive.
- Plug in the external hard drive and put the password in every time it asks for it.
- Click on Stop macros
- Click on the options tab and enable the program
- **Never** hit the X to leave the program, always hit previous screen until you have an exit button.
- **Once in the CSEC:**
 - To print a checklist: under Checklist select program/area, type in the CTPL program code 1900 and print.
 - To type up an audit after you complete it: Under data entry select Input Audit Data.
 - To export the typed audit: Under Reports, select Program/Area Audit, type the program code 1900, select the correct date, go to the top and select “More” and choose “export to Word”. When prompted to save, save it under the correct W/C in the Audits folder.

Training

- Training to all work center LPOs and DTPLs is held quarterly and should be logged in ASM.
 - Talk to Maintenance Training to get an ASM log in/password.
- Additional training can be held at any time and also should be logged in ASM.
- Quarterly training topics are up to you to decide, but normally cover common audit hits such as how to properly incorporate IRACs, how to cancel IRACs, and how to properly label binders
- New DTPLs are to be billeted in ASM ASAP and trained as quickly as possible.
- DTPLs will be assigned for a minimum of 6 months.